

Form Revised: March 19, 2018

The Office of Study Away offers a Program Development Grant to conduct site assessment in preparation for proposing and/or conducting a Study Away program. Study Away programs consist of credit-bearing courses and enrichment programs that take place in destinations that do not require a US passport.

Eligibility:

1. Applicants must be a *continuing* WKU employee intending to develop a Study Away program or who has a first-time Study Away program already approved.
2. Awards may only be considered for a program that has been conducted previously with clear and compelling reasons.
3. A limit of one award to an individual per academic year without clear and compelling reasons.

Process:

1. All forms found at <https://www.wku.edu/studyaway/leaders/programdevelopmentgrant.php>.
2. Review Study Away Administrative Guidelines found here: <https://www.wku.edu/studyaway/leaders/guide.php>.
3. Determine a topic and location around which to develop a course.
NOTE: Check current programs at <http://www.wku.edu/studyaway/programs/> to determine if a similar is being offered.
4. Work with your department head/chair to determine the feasibility of a Study Away course.
5. Secure matching funds. The Study Away contribution normally does not exceed \$500 per program and must be matched to other sources as stated on the application.
6. Complete **Program Leader Travel Grant Application** found here <https://www.wku.edu/studyaway/leaders/programdevelopmentgrant.php>.
7. Submit application to department head/chair.
8. Once approved, submit application to the Dean.
9. Once approved, submit application to the Director of the Office of Study Away.
10. The Office of Study Away will review budget and contact the applicant on status.
11. If approved by the Office of Study Away, the applicant and Study Away Director will agree on terms and travel plans.
12. Normally, the grant is processed as a travel Voucher through the normal WKU reimbursement process.

Deadlines: Submit application ninety (90) days prior to planned departure date. The site assessment should take place at least one academic term prior to planned Study Away program. All forms should be sent to the Office of Study Away:

Campus Mail: Study Away Office Scan/email: study.away@wku.edu
Tate Page Hall 125 Fax: 270-745-4499

Approval Process: A department head/chair and college Dean are responsible for approving the travel grant application. The Office of Study Away retains the right to return an application for further review.

The applicant is responsible for securing the Pre-Travel Authorization prior to receiving any funds from this grant.

The Study Away Director provides these funds in support of future Study Away program leaders, but cannot guarantee funds will be available. Matching funds may be from any other source, including personal funds.